

Invitation to Quote

Invitation to Quote (ITQ) on behalf of **Department for Business,
Energy & Industrial Strategy (BEIS)**

Subject Contracting Authority **Follow up research on incubators
and accelerators**

Sourcing reference number **BLOJEU-CR17097BEIS**

UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014

UKSBS
Shared Business Services

Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About the Contracting Authority</u>
3	<u>Working with the Contracting Authority.</u>
4	<u>Specification</u>
5	<u>Evaluation model</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>
Appendix	N/A

Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for Contracting Authorities for of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our Contracting Authorities. This allows Contracting Authorities the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by the Department for Business, Energy & Industrial Strategy (BEIS), UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities.

Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Section 2 – About the Contracting Authority

Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy and Industrial Strategy (BEIS) was created as a result of a merger between the Department of Energy and Climate Change (DECC) and the Department for Business, Innovation and Skills (BIS), as part of the Machinery of Government (MoG) changes in July 2016.

The Department is responsible for:

- developing and delivering a comprehensive industrial strategy and leading the government's relationship with business;
- ensuring that the country has secure energy supplies that are reliable, affordable and clean;
- ensuring the UK remains at the leading edge of science, research and innovation; and
- tackling climate change.

BEIS is a ministerial department, supported by 46 agencies and public bodies.

We have around 2,500 staff working for BEIS. Our partner organisations include 9 executive agencies employing around 14,500 staff.

<http://www.beis.gov.uk>

Section 3 - Working with the Contracting Authority .

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Contracting Authority Name and address	Department for Business, Energy & Industrial Strategy 1 Victoria Street London SW1H 0ET
3.2	Buyer name	Victoria Clewer
3.3	Buyer contact details	research@uksbs.co.uk
3.4	Maximum value of the Opportunity	£85,000 ex VAT (Part 1 £75,000 ex VAT, Part 2 £10,000 ex VAT)
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	24/08/2017 Contracts Finder
3.7	Latest date/time ITQ clarification questions shall be received through Emptoris messaging system	05/09/2017 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris	08/09/2017
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	14/09/2017 14:00
3.10	Anticipated selection and de selections of Bids notification date	21/09/2017
3.11	Anticipated Award date	21/09/2017
3.12	Anticipated Contract Start date	21/09/2017
3.13	Anticipated Contract End date	30/04/2018

3.14	Bid Validity Period	60 Days
------	---------------------	---------

Section 4 – Specification

Background

Incubators and accelerators aim to support young firms through the early and fragile stages of growth - in theory, helping them avoid the mistakes of others, saving time and money and increasing survival rates (BEIS, 2017). Since 2011, the number of these organisations has increased significantly in the UK and they have become an important element of business incubation in the UK and worldwide.

To gain a better understanding of the landscape of incubators and accelerators in the UK, BEIS published the study [Business Incubators and Accelerators: The national picture](#) in April 2017. This was an important first step to understand where these organisations are located, which sectors they are supporting and how they are funded.

However, that study did not explore questions regarding the effectiveness of the support provided by incubators and accelerators and how incubators and accelerators are engaging with their local ecosystem. This research project is aiming to address these further questions.

Aims and Objectives

Aim:

The proposed research project aims to investigate the links between the activities of incubators and accelerators, their relations with the wider local ecosystem, and their impact on the businesses supported. The research will inform individual businesses and future policy making at the national and local level and by doing this it will also support the government's objective to make the UK one of the most competitive places in the world to start or grow a business.

Objectives:

Primary research questions:

1. To analyse what impact incubators and accelerators have on the businesses they support (e.g. survival, growth, innovative activity);
2. To explore how incubators and accelerators interact with their local ecosystem (e.g. LEPs, catapults, universities).

Secondary research questions:

3. To understand what type of support incubators and accelerators offer makes a difference to businesses;
4. To derive a theory of change for incubators and accelerators that aims to support incubators and accelerators to develop performance monitoring

- metrics and future evaluation activity;
5. To identify the barriers for incubators and accelerators to achieve their outcomes and how they vary by sector;
 6. To establish how much public funding incubators and accelerators receive and through which channels.

Suggested Methodology

Suggested Methodology (main methodology)	Mixed methods (Focus groups, Survey and data matching)
If applicable: Total number of Participants (experimental design) Total number of Interviews (survey) Total number of Interviews (qualitative) Total number of Focus Groups Total number of Case Studies Please add additional rows if more than one sample is required i.e. learners as well as employers.	Insert numbers: 2 surveys (1 incubators and accelerators /2 businesses) 4 Focus groups
Any other specific requirements	
Project completion date	April 2018

This is a suggested methodology and we would welcome bidders' alternative suggestions to answer the research questions provided that they also meet the project aims and objectives. Bidders should also give clear reasons (benefits) for their suggested alternative approach(s).

The supplier is welcome to suggest up to three different methodological approaches for the first and the second part of the research project. The supplier is requested to cost each suggested methodology separately in the price schedule.

We expect the project to proceed as follows:

The research project will consist of two parts, with the first part starting first and informing the second part. The second part will only go ahead if feasibility has been

established by the BEIS steering group, based on a presentation from the contractor.

First part	Second part
<ol style="list-style-type: none"> 1. Focus groups with incubators and accelerators 2. Survey of incubators and accelerators (including asking them for a list of businesses supported) 3. Focus group with businesses supported 4. Survey of businesses supported by incubators and accelerators 	<ol style="list-style-type: none"> 1. Using the list of businesses supported by incubators received in the first part of the study and match it to the IDBR or other data bases to 1) derive a control group 2) compare the businesses supported by incubators with the control group on several indicators (e.g. turnover, number of employees, survival rate) 2. Adapt and administer the survey to businesses supported from the first part to the control group

The **first part** aims to answer all research questions outlined above using mixed methods. Firstly, focus groups with incubators and accelerators (separately) will take place; these will enrich the survey data and help to refine the questionnaire for the survey of incubators and accelerators that will be administered subsequently. In this survey, incubators and accelerators will also be asked to provide a list of the businesses they support (including CRN number, name of the business and contact details).

This list of supported businesses will then be used 1) to organise focus groups with supported businesses and 2) to administer a survey to supported businesses. In the survey of businesses supported, a non-experimental counterfactual (i.e. businesses which are similar to businesses that used services of Incubators or Accelerators but did not use the services) should be used to establish the added value of incubators and accelerators to supported businesses (following the guidance of the BIS paper [“Survey Questions for Impact Evaluations which rely on beneficiaries’ self-assessment: evidence and guidance \(2011\)”](#)). The list of supported businesses will also inform the second part of the study.

The [directory of incubators and accelerators published by BEIS in April 2017](#) will be the starting point for contacting incubators and accelerators in this part of the research. The directory was last updated in June 2017 and the contractor is invited to explore whether meanwhile any new incubators or accelerators have emerged or whether some of those in the directory have closed down their activity.

The **second part** of the research aims to collect quantitative data to answer research question 1 focusing on incubators*. Therefore, firstly a matched-control group will be derived by matching the list of businesses supported by an incubator with the IDBR database (access to the IDBR can be facilitated by BEIS if the contractor already does not have access) and/or other suitable data bases and then by identifying

similar businesses who have not been supported by an incubator. The control group of businesses (not supported by an incubator) will be compared to the group of business supported by an incubator on several indicators such as survival rate or number of employees to understand the impact. The list of indicators should be extended by matching the businesses supported and the control group to other data bases (e.g. patent data from IPO). If a control group has been successful established, the contractor should extend the survey to supported businesses to non-supported businesses and include an additional section specifically targeted to understand why these businesses have not been supported by an incubator.

There is a risk that 1) incubators are unable to provide a sufficient number of businesses for a robust sample and 2) that not enough of these businesses are registered to enable the data matching with the IDBR (most of the businesses that incubators support are in their early stages and hence might not be registered yet).

Therefore, the second part of the research will only go ahead once the feasibility of the data matching has been explored by the contractor and the BEIS steering group has decided that the second part can go ahead based on a presentation from the contractor.

In the following, more details regarding the proposed methodology are outlined:

Data collection (in line with the BEIS Research Ethics Guidelines):

- Conduct 4 focus groups with about 6-8 participants from incubators, accelerators and businesses (separately with each group) to identify relevant topics of inquire, refine the questions to ask in the surveys and get a rounded picture of their impact. The topic guide for the focus groups will be suggested by the contractor. The contractor will need to seek the view of the BEIS steering group on the topic guide and incorporate changes where applicable.
- Design and administer a survey to incubators and accelerators to answer the research questions. The contractor will need to seek the view of the BEIS steering group on the questionnaire and incorporate changes if the BEIS steering group asks for it. Before administering it, the contractor should pilot the survey with a representative and proportionate number of businesses.

This survey will include a request to incubators and accelerators to provide a list of businesses that they support (including CRN number, Name of the business, Full address, telephone number).

There is a risk 1) that incubators and accelerators might be reluctant to provide the list of businesses supported via a survey and 2) a risk of a low survey response rate. Therefore, the contractor is required to suggest approaches how to manage these risks and should provide a robust target of the response rate. Please note that some flexibility in terms of methodology might be required by the supplier during the research project to manage these risks.

The contractor will have to ensure incubators, accelerators and businesses that the data shared with them is handled safely and only used for the purpose of this research. If required, the contractor will be expected to sign data sharing agreements with individual incubators and accelerators.

- Design and administer a survey of businesses supported to answer the research questions. The contractor will need to seek the view of the BEIS steering group on the questionnaire and incorporate changes where applicable. Before administering it, the contractor should pilot the survey with a representative and proportionate number of businesses.

There is a risk of a low response rate to the survey. To manage this risk the bidder is required to suggest approaches how to overcome these risks and should provide the target response rate that they are aiming to achieve. Please note that some flexibility in terms of methodology might be required by the supplier to overcome these risks.

The survey to incubators and accelerators should include a question that asks the incubators/accelerators whether they would endorse/promote a survey administered to the businesses that they support as a way to increase the survey response rate among businesses supported.

Data matching:

The second part of the study will focus on the impact of incubators on the businesses they support by matching the list of businesses that incubators support from the first part of the study with the IDBR data set. Thereby, a control group will be derived and performance indicators such as number of employees and turnover can be compared. Other data sets that the list should also be matched with will include patent data (as an indication for innovative activities).

The costing will also need to include all travel and expenses needed for the project.

Please note:

- **All data collected as part of this research project will be owned by BEIS and need to be transferred to BEIS where appropriate at the end of the project.**
- **The contractor might also be required to collaborate with other contractors that are commissioned by BEIS to conduct studies complementary to this research project.**

** The second stage of the research will focus on assessing the impact of incubators.*

Deliverables

The deliverables for this project are the following:

- Detailed **outline of the research project plan**;
- Piloted **focus group and survey instruments**,
- **Cleaned anonymised and non-anonymised data** obtained from the data collection in an easy-to-access and well-presented format, detailing management information for the data sets and the methodology used to compile the data sets.
- **Analysis of the focus group and survey data answering all research questions outlined above**; this analysis should also look into breaking down the analysis by geographical location, sector focus, and source of funding and other relevant variables. The analysis should contain suitable ways to present the results such as tables and graphs.
- **Analysis of the data matching exercise**, comparing a variety of indicators of the businesses supported by an incubator and the control group to answer in particular research question 1. If possible the analysis should also be broken down by geographical location and other relevant variables.
- A **theory of change** of the link between activity and impact of incubators and accelerators on businesses supported and their local ecosystem.
- A **final report** will include an executive summary, findings including a theory of change, methodology used and caveats around the data, policy lessons learnt from the research and lessons learnt for future research. The contractor will need to agree the detailed structure of the report with BEIS before starting the report.

**Please note: To ensure the final report is in line with the [government's commitment to plain English](#) (judgement is at the discretion of the BEIS' project manager), the supplier might be asked to use the editing service of the [Plain English Campaign](#) for the final report and the lessons learnt report at the cost of the supplier.*

To increase awareness of the research project, the contractor is to ensure the following are included in the costings for this project:

- The final report should include at least 3-4 (twitter suitable) info-graphics to help to publicise the research.
- A slide pack that summarises the key findings, theory of change and methodology used.

Publication

The final report for this research project must be formatted according to BEIS publication guidelines, therefore within the Research paper series template and adhering to BEIS accessibility requirements for all publications on GOV.UK. The publication template will be provided by the project manager. Please ensure you note the following in terms of accessibility:

Checklist for Word accessibility

Word documents supplied to BEIS will be assessed for accessibility upon receipt. Documents which do not meet one or more of the following checkpoints will be returned to you for re-working at your own cost.

- document reads logically when reflowed or rendered by text-to-speech software
- language is set to English (in File > Properties > Advanced)
- Structural elements of document are properly tagged (headings, titles, lists etc.)
- all images/figures have either alternative text or an appropriate caption
- tables are correctly tagged to represent the table structure
- text is left aligned, not justified
- document avoids excessive use of capitalised, underlined or italicised text
- hyperlinks are spelt out (e.g. in a footnote or endnote)
- Datasets to support those to be published in the final report must be provided in an accessible format (CVS, Excel) on submission of the report.

Timescales

The timeline outlined in the following is indicative, however, delivery within the specified timeline will be valued highly when evaluating a bid.

Milestones:

- **Weekly progress updates** (progress on deliverables)
- **Inception meeting** (September 2017): The contractor is required to present a detailed project plan. The contractor will produce a project plan on the basis of the inception meeting. On acceptance of the project plan, the first tranche of funding (20% of the funding, excluding funding for data matching) will be released.
- **Interim delivery 1** (September 2017): Topic guides for focus groups with incubators and accelerators.
- **Interim Delivery 2:** Findings from focus groups with incubators and accelerators + piloted survey instruments for the incubator and accelerator survey (October 2017)
- Administration of survey to incubators and accelerators (November 2017)
- **Interim Delivery 3:**

- Data set of businesses supported by incubators and accelerators;
- Presentation of feasibility of data matching of businesses supported by incubators with IDBR or other data bases (Please note: the release of the funding for the second part of this research project will be dependent on the feasibility of the data matching. If the BEIS steering groups decides that the second part of the study cannot go ahead based on the contractors presentation, the proportion of the total funding allocated to second part of the study will not be released);
- Findings from survey of incubators and accelerators;
- Topic guide for focus group with businesses supported + Findings from focus groups with businesses supported;
- Piloted survey instrument for survey of businesses supported.

On acceptance of the interim deliverables 3, the second tranche of funding (30% of the funding, excluding funding for data matching) will be released (December 2017).

- Administration of survey to businesses (January 2018).
- If the second part of the study is feasible: **Interim Delivery 4:** Progress update of second part of the study and presentation of findings. On acceptance of the interim deliverables 4, the third tranche of funding (100% of the funding for the second part of the research, and about 12% of the total funding) will be released (February 2018).
- Delivery of the theory of change + Findings of survey to businesses (February 2018).
- **Delivery of data sets:** Mid-March 2018.
- **Delivery of report:** Beginning of April 2018.
- **Review of report:** Beginning of April-Mid-April 2018.
- **Presentation:** within the two following weeks (subject to key stakeholder's availability). After BEIS has received all of the deliverables to the required standard that have incorporated the comments from BEIS after each review, the final tranche of funding (40% of the funding, excluding funding for data matching) will release.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UK SBS, and the Contracting Authority ----- and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6 = 16 \div 3 = 5.33$))

Pass / fail criteria

Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Commercial	AW4.2	Contract Terms Justification
Commercial	SEL3.11	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL2.10	Cyber Essentials
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Commercial	AW6.2	Non-Disclosure Agreement
Price	AW6.3	Maximum Budget
-	-	Invitation to Quote – received on time within e-sourcing tool

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	PROJ1.1	Understanding the requirement	15%
Quality	PROJ1.2	Project Plan and Risk Management	15%
Quality	PROJ1.3	Methodology	30%
Quality	PROJ1.4	Project Team and Capability to Deliver	20%

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60
Evaluator 2 scored your bid as 60
Evaluator 3 scored your bid as 40
Evaluator 4 scored your bid as 40
Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: $\text{Score}/\text{Total Points} \times 50$ ($80/100 \times 50 = 40$)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's ☹

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.41 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC . The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)